	APOLLO HOSPITALS, SECUNDERABAD	IMS – 06
		Issue: C
	POLICY ON RETENTION OF MEDICAL RECORDS AND DATA	Date: 06-01-2017
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PREPARED BY: Hospital Administrator		APPROVED BY: Chief Executive Officer

1.0 Records Retention:

Each department is responsible for retaining the following documents for the times specified:


Record	Retention Period
In-service Education/Training Records	1 Year after leaving the organization

The following represent minimum retention guidelines for other documents and/or records maintained:

Record	Suggested Minimum Period of Retention	Responsible Department
ABO and RH types	5 years	Blood Bank
Annual Reports	Permanently	Finance & Accounts
Board Meeting Minutes	Permanently	Finance & Accounts
Blueprints	Permanently	Maintenance Manager
Controlled substance inventory	5 years	Pharmacy
Daily Census Reports	5 years	Nursing / Medical records

Final disposition of blood and components	5 years	Blood Bank
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Consumers claims	3 years post final judgment	Dy.M.S
Medical Records	5 years after last visit of the patient	Medical Records
Medical Records- Medico legal cases	10 years after last visit of the patient	Medical Records
Minutes of medical staff meetings	3 years	COO
Personnel Records	3 years	Human Resources
Property records	Permanently	Finance & Accounts
Purchase Orders (General)	5 years	Materials
Purchase Orders (Capital)	Till life of equipment	Materials
Records of reactions to transfusions	10 years	Blood Bank
QI Reports & Annual Plan	Permanently	COO
TDS Certificate	3 years	Finance
Work Orders	3 years	Materials

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